

SAMPLE - MEMO OF UNDERSTANDING
(Arriving late to work.)

MEMORANDUM of UNDERSTANDING

Date: October 10, 2020

To: Mr. Nicky Dalmatian

From: Ms. Boss, Court Manager

Re: Tardiness

cc: Employee Court Personnel File - Ms. Dalmatian

Over the past three weeks, you have reported to work on three occasions more than 15 minutes late. As you know, your assigned weekly work schedule is 8:00am to 5:00pm, with a one hour lunch.

I understand from you, that your young children make it difficult for you to get to work on time. I suggest that you make appropriate adjustments to get the children going in a timely manner so that your work schedule will not be negatively affected. Court clients expect service upon the opening of the Court at 8:00am and your ability to begin work at 8:00am is essential to successful job performance.

It is expected that you will immediately adhere to your assigned work schedule. There are no exceptions to this schedule, unless approved by me, in advance.

In the event you continue to behave in an unacceptable manner, formal disciplinary action will be taken.

Acknowledgment

Your signature below serves as confirmation that you reviewed this memo and together we discussed your work expectations.

Employee Signature

Date _____